

For discussion on advisory committee attendance policy – Agenda Item 9

Current policy excerpted from Resolution 3516, which guides the roles and responsibilities of MTC's citizen advisors

B. Procedures

2. Attendance Policy

Committee members must attend at least two-thirds of a committee's regularly scheduled meetings each year. Those who do not do so will be subject to dismissal from the committee at the discretion of the appointing commissioners(s).

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Chair Planthold's recommendations for discussion:

Whereas each of the three formally-appointed advisory committees has experienced situations where one or more members have been absent for four or more meetings each year of the two-year term, without communications as to why, we suggest the commission consider revising its Resolution 3516, on attendance by members of each of the three formally-appointed advisory committees at their respective committees.

Factors to consider could include:

How soon after missing a few meetings should an inquiry be sent to the absent member?

How soon after the maximum number of meetings allowed, under the current resolution, should the commission be notified?

By whom--the staff liaison to or the chair of the respective committee?

Having the minutes of each committee also include a chart that reflects attendance for the past twelve months, on a progressive basis;

That way, members of advisory committees, staff, and the commission all know who from which slot is and isn't attending.